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ABSENTEEISM

6-1

Schneller, George O., IV and Richard E. Kopelman.

Using incentives to increase absenteeism: a plan that backfired. Compensation review, 15:40-45, Second quarter 1983.

Descriptors: *Absenteeism control--Research / *Absenteeism control--Methods / *Financial incentives.

6-2 Ia11.9 .V26p No. P-1164

Vance Bibliographies.

Industrial absenteeism: a selective bibliography, by Marian Dworaczek. Monticello, Ill., 1983. 17p. (Public administration series, no. P-1164)

Descriptors: *Absenteeism--Bibliography.

ATTITUDE SURVEYS

6-3 Ie543 .B67q

Bowditch, James L. and Anthony F. Buono.

Quality of work life assessment: a survey-based approach. Boston, Auburn House, 1982. 171p.

Descriptors: *Attitude surveys / *Employee attitudes--Research / *Job satisfaction research--Methods.

6-4

Chonko, Lawrence B. and Ricky W. Griffin.

Trade-off analysis finds the best reward combinations. Personnel administrator, 28:45+, May 1983.

Descriptors: *Attitude surveys / Job satisfaction / Job factors.

CAREER PLANNING

6-5 Ie391 .J98c

Jusela, Gary E.

Career patterns and the individual life structure during middle adulthood. Washington? 1983. 321p.

Doctoral dissertation, Yale University, 1983.

Descriptors: *Career patterns--Research / *Middle age--Research / Federal government.

6-6

Levinson, Harry.

A second career: the possible dream. Harvard business review, 83:122-129, May-June 1983.

Descriptors: *Career planning / *Second careers / *Mobility, Occupational.

CAREER STAFFING

6-7 Ie122 .D63a

District of Columbia. Office of Personnel.

Automating the assessment process: the development of a computer-assisted adverse impact determination and examining system; a final report prepared by Samuel J. Bresler. Washington, 1983. 1v. (IPA grant)

Descriptors: *Selection--Methods--Automation / *Personnel information systems--Case studies.

CAREER STAFFING (Cont'd)

6-8

Gandz, Jeffrey and James C. Rush.

Human rights and the right way to hire. Business quarterly (Canada), 48:70-77, Spring, 1983.

Descriptors: *Selection--Methods / *Discrimination / Canada.

6-9

Hodes, Bernard S.

Planning for recruitment advertising: part 1. Personnel journal, 62:380-384, May 1983.

Adapted from the author's The Principles and Practice of Recruitment Advertising: A Guide for Personnel Professionals, 1982.

Descriptors: *Advertising--Recruitment--Planning.

6-10

Smith, Robert H.

Dealing with personnel when the company moves. S.A.M. advanced management journal, 48:4-8, Spring 1983.

Descriptors: *Employee outplacement--Administration / *Career counseling.

CHANGE, ORGANIZATIONAL

6-11

Organization development. Training & development journal, 37:12-14+, April 1983.

Contents: Looking beyond the OD mystique, by Elizabeth S. Gorovitz; Ethical problems in the practice of organization development, by Kevin C. Wooten and Louis P. White; A new paradigm for organization development, by Charles Kiefer and Peter Stroh; Which skills spell success in OD? by Alan Carey and Glenn H. Varney; Q. What in the name of OD do we do? A. Change [interview with W. Warner Burke, Lynda McDermott and Jan Margolis]; Understanding organization development: a stream approach, by Jerry I. Porras, Joan Harkness and Coeleen Kiebert; The basics of organization change: an eclectic model, by Noble McKay and Serge Lashutka.

Descriptors: *Organization development / *Change, Organizational / *Change agents.

6-12 Id72 .Or3od

Organization development in transition: evidence of an evolving profession, by A. J. McLean and others. New York, Wiley, 1982. 131p.

Descriptors: *Change, Organizational / *Organization development / *Change agents.

6-13

Ottaway, Richard N.

The change agent: a taxonomy in relation to the change process. Human relations, 36:361-392, April 1983.

Descriptors: *Change agents--Research.

CIVIL SERVICE

6-14 Ic203 .Un27g No.3 1981

U.S. Bureau of the Census.

Local government employment in selected metropolitan areas and large counties, 1981. Washington, U.S. Govt. Print. Off., 1983. 133p. (GE 81 no. 3)

Descriptors: *Civil service--Statistics / *Local officials and employees--Statistics / *County officials and employees--Statistics.

CIVIL SERVICE, FEDERAL

6-15 Ic26.29 .Ak5t

Akinnusi, Maloma D.

Task group influences on attitudes toward change in organizations. Ann Arbor, Mich., University Microfilms, 1983. 254p.

Doctoral dissertation, Case Western Reserve University, 1982. Abstracted in Dissertation Abstracts International, 43:3093A, March 1983.

Descriptors: *Civil service reform--Administration--Evaluation / *Performance evaluation--Research / *Performance-based pay--Research / Employee attitudes / Federal government.

6-16 Ie11 .H19h

Handbook on public personnel administration and labor relations, edited by Jack Rabin and others. New York, Marcel Dekker, 1983. 671p. (Public administration and public policy no. 15)

Partial contents: The historical development of the American civil service, by Richard A. Loverd and Thomas J. Pavlak.

Descriptors: *Civil service history--Addresses, essays, lectures / *Personnel administration--Textbooks / Federal government.

6-17

Hartmann, Gregory K.

Image is what you see. Bureaucrat, 12:5, Spring 1983.

Descriptors: *Federal employees--Public opinion / Federal government.

6-18

Rosen, Bernard.

In the national interest. Bureaucrat, 12:41-43, Spring 1983.

Descriptors: *Federal employees--Public opinion / Federal government.

6-19

Smith, Susan.

Federal workers battle OPM proposals ... to revamp pay, overtime, RIF rules. Congressional quarterly weekly report, 41:836-837, April 30, 1983.

Descriptors: *Civil service legislation / *Civil service regulations / *U.S. Office of Personnel Management / Federal government / Federal employees / Reduction in force.

6-20

Stalemate looms on the hill over Federal workers' issues. Congressional quarterly weekly report, 41:833-835+, April 30, 1983.

Descriptors: *Civil service legislation / Federal government / Retirement / Performance evaluation / Fringe benefits.

6-21 UA17 .Un39d

U.S. Congressional Budget Office.

Defense spending and the economy. Washington, U.S. Govt. Print. Off., 1983. 73p. (A CBO study)

Partial contents: Table 6, 1981 civilian employment for Department of Defense and defense-related industries, by occupation.

Descriptors: *Civil service--Statistics / *U.S. Department of Defense--Appropriations and expenditures / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

6-22 Ia11.15 .Un35wf 1982

U.S. Office of Personnel Management.
Working for the USA. Prepared by Staffing Group. Rev. ed. Washington, U.S. Govt. Print. Off., 1982. 26p. (BRE-37)
Descriptors: *Government service as a career / Federal government.

CIVIL SERVICE, FOREIGN

6-23

Colwill, Nina L. and Wendy L. Josephson.
Attitudes toward equal opportunity in employment: the case of one Canadian government department. Business quarterly (Canada), 48:87-93, Spring 1983.
Descriptors: *Canada--Civil service / *Women--Employment--Statistics / Government employees--Attitudes / Equal opportunity in employment / Women--Discrimination.

6-24

Modeen, Tore.
La recrutement aux echelons superieurs de l'administration centrale en Europe Occidentale. (Recruitment of senior civil servants in Western Europe.) International review of administrative sciences, 49:61-64, no. 1 1983.
English summary, p. viii.
Descriptors: *Executives--Recruitment--Comparative studies / *Political executives / Europe.

COLLEGE GRADUATES

6-25 Ie53 .C5C68c 1983 March

College Placement Council, Inc.
CPC salary survey; a study of 1982-1983 beginning offers, formal report No. 2, March 1983. Bethlehem, Pa., 1983. 8p.
Descriptors: *College graduates--Pay--Statistics / *College graduates--Employment--Statistics / Federal government / State government / Local government.

6-26 Ie438 .C5L64n

Lindquist, Victor R.
The Northwestern Endicott report; trends in the employment of college and university graduates in business and industry. Evanston, Ill., Placement Center, Northwestern University, 1982. 12p.
Descriptors: *College graduates--Employment--Statistics / *College graduates--Pay / *College graduates--Recruitment.

COMMUNICATION

6-27

Debats, Karen E.
Humor relations for fun and profit. Personnel journal, 62:346+, May 1983.
Interview with Charles Lindner, consultant.
Descriptors: *Wit and humor / Quality of working life / Morale.

6-28

Gerberding, Stephen N.
Communicate your benefits program through an employee fair. Personnel administrator, 28:51+, May 1983.
Descriptors: *Communication in personnel management--Methods / *Fringe benefit administration.

COMMUNICATION (Cont'd)

6-29

Kent, John L.

Your writing will advance your career. Supervision, 45:5-6, May 1983.

Descriptors: *Reports--Preparation.

6-30 Ie552 .Schlp

Schachter, Hindy L.

Public agency communication; theory and practice. Chicago, Nelson-Hall, 1983. 239p.

Descriptors: *Communication in management / *Oral communication / Reports--Preparation / Federal government / State government / Local government.

COMPENSATION

6-31

Allen, Robert E. and Timothy J. Keaveny.

Costing out a wage and benefit package. Compensation review, 15:27-39, Second quarter 1983.

Descriptors: *Compensation administration / *Labor costs / Collective labor agreements.

6-32

Alpeter, V. Ray.

Insuring compliance with regulations affecting payroll. S.A.M. advanced management journal, 48:29-35, Spring 1983.

Descriptors: *Compensation administration--Law and legislation.

6-33

Armen, Margaret M.

Equal pay--fair play. GAO review, 18:16-20, Winter 1983.

Descriptors: *Pay rates--Cases / *Women--Discrimination.

6-34

Bergmann, Thomas J., Frederick S. Hills and Laurel Priefert.

Pay compression: causes, results and possible solutions. Compensation review, 15:17-26, Second quarter 1983.

Descriptors: *Pay compression / *Pay administration.

6-35

[Equity theory.] Journal of social psychology, 119:205-209+, April 1983.

Contents: Need consideration in allocation decisions: is it just? by Helmut Lamm and Thomas Schwinger; An attributional analysis of interpersonal justice: ability and effort as inputs in the allocation of gain and loss, by Helmut Lamm, Egon Kayser and Volker Schanz.

Descriptors: *Compensation--Theory / *Equity--Theory / Students / Germany (West).

6-36

Fulghum, Judy B.

The employer's liabilities under comparable worth. Personnel journal, 62:400-404+, May 1983.

Descriptors: *Pay rates--Law and legislation / *Pay rates--Cases / *Pay rates--Administration--Evaluation / Women--Discrimination.

6-37
Greene, Robert J. and Russell G. Roberts.
Strategic integration of compensation and benefits. Personnel administrator, 28:79-80+, May 1983.
Descriptors: *Compensation administration.

6-38
Kendall, Edward and Harry Katzmann.
The Factoran system of salary administration. Journal of the College and University Personnel Association, 34:31-35, Winter 1982.
Descriptors: *Pay administration--Methods / *College professors--Pay--Administration / *Pay systems.

6-39
Obetz, Owen E.
Containing employee benefit costs. American Bar Association journal, 69:602-604, May 1983.
Descriptors: *Fringe benefit administration / *Fringe benefits--Costs / Insurance, Health--Costs / Insurance, Life--Costs / Insurance, Disability--Costs.

6-40
Ornati, Oscar and Carol Buckham.
Day care: still waiting its turn as a standard benefit. Management review, 72:57-61, May 1983.
Descriptors: *Day care centers / *Day care centers--Administration.

6-41 Id76 .P92r No.7
President's Private Sector Survey on Cost Control in the Federal Government.
Task force report on financial asset management; submitted to the subcommittee for consideration at its meeting on May 2, 1983. Washington, 1983. 295p. + working appendix (2 v.)
Not available for interlibrary loan.
Partial contents: Table II-22, Delayed paycheck mailing summary analysis, p. 64 (Task force report).
Descriptors: *Pay administration / *Financial management / Government lending / Federal government.

6-42 Ie56 .Un4a 1982
U.S. Federal Prevailing Rate Advisory Committee.
Annual report, 1982. Washington, U.S. Govt. Print. Off., 1983. 26p. (H. com. print. 98th Cong.)
Descriptors: *Wage system employees--Pay / *Prevailing rate / Federal government.

6-43 Ia11.9 .V26p No. P-1161
Vance Bibliographies.
Employee ownership: a bibliography, by Mary Vance. Monticello, Ill., 1983. 8p. (Public administration series, no. P-1161)
Descriptors: *Employee ownership--Bibliography.

COMPENSATION (Cont'd)

6-44 Ia11.9 .V26p No. P-1162

Vance Bibliographies.

Employees as stockholders, by Mary Vance. Monticello, Ill., 1983. 17p. (Public administration series, no. P-1162)

Descriptors: *Stock purchase plans--Bibliography.

6-45 Ie52 .V95w

Vroman, Wayne.

Wage inflation; prospects for deceleration. Washington, Urban Institute, 1983. 45p. (The changing domestic priorities series)

Descriptors: *Pay increases / *Inflation (Finance).

DELEGATION

6-46

Strasser, Federico.

Delicate delegation; a balance of trust and control builds employee support. Management world, 12:32-33, May 1983.

Descriptors: *Delegation / *Executives--Abilities.

ELECTRONIC DATA PROCESSING PERSONNEL

6-47

Andrew, John.

As computers change the nature of work, some jobs lose savor. Wall Street journal, 201:1+, May 6, 1983.

Descriptors: *Electronic data processing personnel / *Offices--Automation / Health, Employee / Job satisfaction.

EMPLOYEE CONDUCT

6-48

Garretson, Monty.

Think like a crook. Best's review (life/health insurance edition), 83:74+, February 1983.

Descriptors: *Employee theft--Control / *Electronic data processing departments--Security measures / Insurance companies.

6-49

Linenberger, Patricia.

What behavior constitutes sexual harassment? Labor law journal, 34:238-247, April 1983.

Descriptors: *Harassment--Cases / *U.S. Equal Employment Opportunity Commission--Rules and practice.

6-50

McGowan, William.

The great white-collar crime coverup. Business and society review, p. 25-31, Spring 1983.

Descriptors: *White collar crimes / *Executives--Ethics.

EMPLOYEE CONDUCT (Cont'd)

6-51

Wallach, Gloria T.

Controls prevent computer negligence and fraud. Journal of systems management, 34:30-32, May 1983.

Descriptors: *Electronic data processing departments--Security measures--Case studies / *Computer crimes--Control.

EMPLOYEE HEALTH AND MEDICAL CARE

6-52

Bernstein, James E.

Using risk management to predict and control health costs. S.A.M. advanced management journal, 48:9-13, Spring 1983.

Descriptors: *Medical care--Costs--Control / *Risk.

6-53

Brennan, Andrew J.

How to set up a corporate wellness program. Management review, 72:41-47, May 1983.

Descriptors: *Health, Employee / *Physical fitness.

6-54

Goerth, Charles R.

Genetic screening and the law: question waiting for an answer. Occupational health & safety, p. 49-51, April 1983.

Descriptors: *Medical and physical examinations / *Medical and physical examinations--Cases.

6-55

Howard, John H.

Hassles, helplessness and hurriedness: three critical stressors in a manager's life. Business quarterly (Canada), 48:22-27, Spring 1983.

Descriptors: *Stress, Psychological / *Stress, Psychological--Control.

6-56

Schechter, Deborah.

Genetic screening in the workplace. Occupational health & safety, p. 8-12, April 1983.

Descriptors: *Medical and physical examinations.

6-57

Tabor, Martha.

Worker health in the automated office. Occupational health & safety, p. 22-26, April 1983.

Descriptors: *Offices--Automation / *Office workers / *Health, Employee / Stress, Psychological.

EQUAL OPPORTUNITY IN EMPLOYMENT

6-58

Mandelbaum, Leonard B.

Affirmative action preference systems: the case for human resource development. Review of public personnel administration, 3:1-14, Spring 1983.

Descriptors: *Affirmative action--Cases / *Equal opportunity in employment--Administration--Evaluation.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

6-59

Press, Aric and others.

Quotas under attack. Newsweek, 101:95-96, April 25, 1983.

Descriptors: *Affirmative action--Cases / *Reduction in force--Cases / *Seniority--Cases / Municipal employees.

ETHICS

6-60 Ie478 .Un58in

U.S. General Accounting Office.

Information on selected aspects of the Ethics in Government Act of 1978. Washington, 1983. 49p. (B-209258)

Descriptors: *Civil service ethics--Law and legislation / *U.S. Office of Government Ethics / *Conflict of interest--Law and legislation / Federal government.

EXECUTIVES

6-61

Bardwick, Judith M.

Plateauing and productivity. Sloan management review, 24:67-73, Spring 1983.

Descriptors: *Executives--Promotion / *Executives--Promotion--Psychological aspects / Organizational structure / Performance evaluation / Rotation / Career counseling / Demotion.

6-62

Implementing governmental change. Annals of the American Academy of Political and Social Science, 466:9-205, March 1983.

Special issue.

Partial contents: Politics, policy, and bureaucracy at the top, by James W. Fesler; The public-service problem, by Eugene B. McGregor, Jr.; The management of executive departments, by Alan L. Dean; Public management in the 1980s and beyond, by Fred A. Kramer.

Descriptors: *Political executives / *Senior executive service / *Public administration / Federal government.

6-63 Ie124 .W84wo

The woman in management; career and family issues, edited by Jennie Farley. Ithaca, New York State School of Industrial and Labor Relations, Cornell University, 1983. 102p.

Papers and discussion from a conference sponsored by the Extension and Public Service Division of the New York State School of Industrial and Labor Relations held at Cornell University in April, 1982.

Descriptors: *Women executives--Conferences / *Executive families.

EXECUTIVES--ABILITIES & CHARACTERISTICS

6-64

Agor, Weston H.

Brain skills development in management training. Training & development journal, 37:78-83, April 1983.

Descriptors: *Executives--Characteristics--Research / *Thought and thinking / *Creative thinking.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

6-65
Perham, John.
The computer and the top honcho. Dun's business month, 121:72-73, May 1983.
Descriptors: *Executives--Abilities / *Computers / Surveys.

6-66
Raudsepp, Eugene.
The politics of promotion. Office administration and automation, 44:28-31+, April 1983.
Descriptors: *Executives--Characteristics / *Executives--Promotion.

6-67
Sargent, Alice G.
Women and men working together: toward androgyny. Training & development journal, 37:70-76, April 1983.
Descriptors: *Women executives--Characteristics / *Sex roles / *Women--Attitudes toward.

6-68
Thomas, Edward G.
Managers rate their skills. Management world, 12:19-20+, May 1983.
Descriptors: *Executives--Abilities / *Self-evaluation / Executive effectiveness.

EXECUTIVES--COMPENSATION

6-69
Executive compensation: looking to the long term again. Business week, p. 80-81+, May 9, 1983.
Descriptors: *Executives--Pay--Administration / *Financial incentives / *Performance-based pay--Administration.

6-70
Hoff, Ross H.
Salaries of municipal officials 1983. Baseline data report, 15:1-25, March 1983.
Descriptors: *Executives--Pay--Statistics / *Pay surveys / Municipal government.

6-71
How America's top moneymakers fared in the recession. Business week, p. 84-86+, May 9, 1983.
Descriptors: *Executive compensation--Comparative studies / *Pay surveys / Bonus system.

6-72
Meyer, Pearl.
Executive compensation must promote long-term commitment. Personnel administrator, 28:37-38+, May 1983.
Descriptors: *Executive compensation--Administration / *Financial incentives.

EXECUTIVES--COMPENSATION (Cont'd)

6-73

Richard, J. E. and Kenneth P. Shapiro.

A flexible approach to executive perquisites. Pension world, 19:38-40+, April 1983.

Descriptors: *Executive perquisites--Administration / *Executives--Fringe benefits--Administration.

EXECUTIVES--RESPONSIBILITIES

6-74

Flanders, Loretta R.

Qualifications and competence. Bureaucrat, 12:48-50, Spring 1983.

Loretta R. Flanders is Chief, Policy and Program Development Branch, Workforce Effectiveness and Development Group, U.S. Office of Personnel Management.

Descriptors: *Executives--Responsibilities / *Executives--Qualifications / *Senior executive service / Federal government.

EXECUTIVES--TRAINING

6-75 Ie418.6 .Un35c 1982/83

U.S. Office of Personnel Management.

Catalog of training courses FY83; Management Sciences Training Center. Prepared by Workforce Effectiveness and Development Group, 1983. 67p. (WDM 23ZA)

Descriptors: *Executives--Training / *Management--Study and teaching / *Training catalogs, schedules, etc. / Federal government.

6-76 Id201.2 .Un35t 1982/83

U.S. Office of Personnel Management.

Training and education programs in automatic data processing (ADP) for program managers and managerial staff. Prepared by Workforce Effectiveness and Development Group. Washington. U.S. Govt. Print. Off., 1982. 1v. (WDA 24BX)

Descriptors: *Electronic data processing departments--Management--Study and teaching / *Executives--Training / Training catalogs, schedules, etc. / Federal government.

6-77 Id214 .W89h Vol. 29

Work in America Institute, Inc.

Management development strategies, by John J. Sherwood, Susan N. Faux and Donald C. King. New York York, Pergamon, 1983. 29p. (Highlights of the literature, vol. 29)

Descriptors: *Executives--Training--Abstracts / *Management development--Abstracts.

GRIEVANCES AND APPEALS

6-78

Gerson, Herbert E. and Louis P. Britt, III.

The expanding rights of unrepresented employees. Personnel journal, 62:350+, May 1983.

Descriptors: *Employee rights--Law and legislation / *Employee rights--Cases / Industrial relations / U.S. National Labor Relations Board--Rules and practice.

GRIEVANCES AND APPEALS (Cont'd)

6-79

Poston, Ersa H.

MSPB decisions affecting personnel management. Federal service labor relations review, 5:73-80, Fall 1982.

Remarks presented to the International Personnel Management Association, Washington, D.C., March 10, 1982.

Descriptors: *U.S. Merit Systems Protection Board--Rules and practice / *Personnel administration--Decisions / Federal government.

6-80 Ia11.9 V26p No. P-1144

Vance Bibliographies.

Grievance arbitration: a selective bibliography, by Marian Dworaczek. Monticello, Ill., 1983. 9p. (Public administration series, no. P-1144)

Descriptors: *Grievance arbitration--Bibliography.

GROUP RELATIONS

6-81 Ie610 .Sh7w

Shonk, James H.

Working in teams; a practical manual for improving work groups. New York, AMACOM, 1982. 113p.

Descriptors: *Team development / *Team development--Methods / *Executives--Responsibilities.

6-82

Taylor, Donald M., Janet Doria and J. Kenneth Tyler.

Group performance and cohesiveness: an attribution analysis. Journal of social psychology, 119:187-198, April 1983.

Descriptors: *Group dynamics--Research / College students / Teamwork.

HANDICAPPED

6-83 Ie361 .M52m

Mental illness and employability: a report of the proceedings of a panel discussion [presented by the Medical Committee] at the annual meeting of the President's Committee on Employment of the Handicapped, April 28, 1982. Washington, U.S. Govt. Print. Off., 1983. lv.

Descriptors: *Mentally restored--Employment--Conferences.

6-84

Sunderland, Philip G.

Actions outlined for handicapped worker. Federal times, 19:12, April 25, 1983.

Part 11 in a series, "What are your rights?"

Parts 1-10 appeared in Federal Times, 18:12, November 22, 1982; 18:16, December 6, 1982; 18:14, December 20, 1982; 18:11, January 3, 1983; 18:12, January 17, 1983; 18:12, January 31, 1983; 18:17, February 14, 1983; 19:12, February 28, 1983; 19:12, March 14, 1983; 19:12, April 11, 1983.

Descriptors: *Handicapped--Employment--Law and legislation / *Discrimination appeals / *U.S. Merit Systems Protection Board--Rules and practice / Federal government.

HEALTH PERSONNEL

6-85 Ie438 .H74F11f

Facing the hospital manpower crisis; proceedings of a forum, November 6-7, 1980, Chicago, Illinois. Chicago, American Hospital Association, 1982. 98p.

Descriptors: *Hospital workers--Conferences.

6-86

Stoops, Rick.

Nurse recruiting: part 2. Personnel journal, 62:366+, May 1983.

Second of two-part article.

Part 1 appeared in Personnel Journal, 62:272+, April 1983.

Descriptors: *Nurses / *Recruitment--Case studies.

6-87 Ie11.1 .Un94s

U.S. Veterans Administration.

Study of the feasibility and desirability of converting selected health care occupations to Title 38, United States Code. Prepared by Department of Medicine and Surgery. Washington, U.S. Govt. Print. Off., 1982. 281p.

(H. com. print. 97th Cong.)

Descriptors: *Health personnel--Personnel policies / *Health personnel--Pay / *Personnel administration--Comparative studies / Federal government.

HOURS OF WORK

6-88

Brinton, Robert D.

Effectiveness of the twelve-hour shift. Personnel journal, 62:392-398, May 1983.

Descriptors: *Four-day workweek--Case studies / *Four-day workweek--Evaluation / Labor-management relations / Blue collar workers.

6-89

Gannon, Martin J., Douglas L. Norland and Franklin E. Robeson.

Shift work has complex effects on lifestyles and work habits. Personnel administrator, 28:93-97, May 1983.

Descriptors: *Shift work / *Night work.

6-90 HM101 .W89wo 1981-82

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Partial contents: Chap. 10, Work.

Descriptors: *Hours of work--Abstracts / *Technological change--Abstracts / *Minority groups--Employment--Abstracts.

HUMAN RELATIONS

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Descriptors: *Organizational behavior--Addresses, essays, lectures / *Behavior modification--Addresses, essays, lectures / *Management methods--Addresses, essays, lectures.

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Schermerhorn, John R., Jr., James G. Hunt and Richard N. Osborn.
Managing organizational behavior. New York, Wiley, 1982. 622p.
Descriptors: *Organizational behavior--Textbooks / *Organizational behavior--Case studies.

INCENTIVE AWARDS AND PROGRAMS

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Robbins, Cheryl B.
Design effective incentive plans. Personnel administrator, 28:8+, May 1983.
Descriptors: *Incentive awards--Administration.

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Descriptors: *Insurance, Health--Administration / *Insurance, Health--Costs.

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Descriptors: *Health maintenance organizations.

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Descriptors: *Medicare.

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Descriptors: *Medicare--Handbooks, manuals, etc.

INTERNSHIP

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The Presidential Management Intern Program: information for graduate schools. Prepared by Workforce Effectiveness and Development Group. Washington, 1982. 15p.
Descriptors: *Presidential Management Intern Program.

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Interviewing: principles and practices. 3d ed. Dubuque, Iowa, Wm. C. Brown, 1982. 325p.
Descriptors: *Interviewing / Counseling / Performance evaluation.

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The employment interview; a social judgment process. Schomberg, Ontario, S.I.P. Publications, 1982. 144p.

Descriptors: *Interviewing--Research / *Interviewing--Psychological aspects.

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U.S. Office of Personnel Management.

A job analysis technique for determining job tasks/behaviors and performance abilities, by Richard D. Neidig and Dale R. Baker, Staffing Group. Rev. ed. Washington, U.S. Govt. Print. Off., 1982. 35p. (OPRD-82-5)

Descriptors: *Job analysis--Methods / *Task analysis / *Performance / Federal government.

JOB DESIGN

6-102 Id66 .K29s

Kelly, John E.

Scientific management, job redesign and work performance. New York, Academic Press, 1982. 257p. (Organizational and occupational psychology)

Descriptors: *Job design / *Job enrichment / *Management theory.

LABOR-MANAGEMENT RELATIONS

6-103 S/I

Fanning, John H.

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Descriptors: *Unions--Cases / *Discipline--Cases / *Employee rights--Cases / U.S. National Labor Relations Board--Rules and practice.

6-104

Federal labor relations--past and present. Federal service labor relations review, 5:1-11, Fall 1982.

Contents: Federal labor-management relations revisited, by Edward F. Preston; Impact of budget cuts on labor-management relations, by Leon B. Applewhaite; National level bargaining: problems and perspectives, by Christopher L. Pyron.

Descriptors: *Labor-management relations--Administration--Evaluation / *Collective bargaining--Administration--Evaluation / *Collective bargaining--Case studies / U.S. Federal Labor Relations Authority--Administration--Evaluation / U.S. Forest Service / Federal government.

6-105

Judicial review of FLRA decisions. Federal service labor relations review, 5:12-29, Fall 1982.

Contents: Judicial review of FLRA decisions, by Elizabeth Medaglia; The Office of Personnel Management and judicial review, by Stuart M. Foss.

Stuart M. Foss is Assistant General Counsel, U.S. Office of Personnel Management.

Descriptors: *U.S. Federal Labor Relations Authority--Cases / *U.S. Office of Personnel Management--Administration / *U.S. Office of Personnel Management--Cases / Federal government.

6-106
Kolb, Deborah M.
Strategy and the tactics of mediation. Human relations, 36:247-268, March 1983.
Descriptors: *Mediation and conciliation--Case studies / *Mediation and conciliation--Methods / *Mediators--Characteristics / State government / Federal government.

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Mills, D. Quinn.
When employees make concessions. Harvard business review, 83:103-113, May-June 1983.
Descriptors: *Labor-management relations--Case studies / *Participative management--Case studies / *Cost control--Case studies.

6-108
Ross, Jerome H.
The med-arb process in labor agreement negotiations. Federal service labor relations review, 5:60-72, Fall 1982.
Descriptors: *Arbitration / *Mediation and conciliation / *U.S. Federal Service Impasses Panel / Federal government.

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Descriptors: *Labor-management relations--Study and teaching / *Training catalogs, schedules, etc. / Federal government.

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What will workers want in post-recession America? Personnel administrator, 28:71-73+, May 1983.
Interview with former union executive Ben Fischer.
Descriptors: *Labor-management relations / Futures (of society).

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Wheeler, Matthew J.
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Descriptors: *Employee rights--Cases / *Federal employees--Civil rights / *Criminal investigation--Cases / Federal government.

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Labor-management cooperation for productivity, by Edgar Weinberg. New York, Pergamon, 1983. 61p. (Highlights of the literature, vol. 30)
Descriptors: *Labor-management relations--Abstracts / *Works councils--Abstracts.

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Harvey, Barron H., Judy A. Schultze and Jerome F. Rogers.
Rewarding employees for not using sick leave. Personnel administrator, 28:55-56+, May 1983.
Descriptors: *Sick leave--Administration / *Leave--Administration / *Absenteeism control--Methods.

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Harvey, Barron H.
Two alternatives to traditional sick leave programs. Personnel journal, 62:374-378, May 1983.
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Joiner, Charles W.
One manager's story of how he made the Z concept work. Management review, 72:48-53, May 1983.
Descriptors: *Leadership theory--Case studies / *Participative management--Case studies.

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Kerwin, Robert.
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Descriptors: *Brainstorming--Case studies.

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Nave, James L.
Z; from theory to practice. Management world, 12:10-13, May 1983.
Descriptors: *Leadership theory / *Leadership style / *Participative management.

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It's about time; a practical guide to managing your most important resource. Boston, CBI Publishing, 1982. 143p.
Descriptors: *Time management / *Time management--Methods / *Personal development.

6-119 Id132 .Un35c 1982/83

U.S. Office of Personnel Management.
Catalog of training courses FY83; Office Systems Center. Prepared by Workforce Effectiveness and Development Group. Washington, 1982. 35p. (WDO 27ZB)
Descriptors: *Office management--Study and teaching / *Training catalogs, schedules, etc. / Federal government.

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Descriptors: *Management by objectives--Bibliography.

MIDDLE MANAGEMENT

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Nelson, Andre.

Captain Zero. Supervision, 45:14-15+, May 1983.

Descriptors: *Middle managers--Responsibilities / *Human relations.

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A new era for management. Business week, p. 50-56+, April 25, 1983.

Special report.

Partial contents: The shrinking of middle management; Business Week/Harris poll: middle managers still think positively; Who will retrain the obsolete managers; The disenchantment of the middle class.

Descriptors: *Middle management / *Middle managers--Utilization / Removal / Job search.

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6-123

Cherrington, David J. and B. Jackson Wixom, Jr.

Recognition is still a top motivator. Personnel administrator, 28:87-91, May 1983.

Descriptors: *Motivation / *Awards / *Motivation theory.

OCCUPATIONS AND OCCUPATIONAL CHOICE

6-124

Eddison, Elizabeth B.

Who should be in-charge? Special libraries, 74:107-109, April 1983.

Descriptors: *Information specialists--Employment / *Librarians--Training / *Information management.

6-125

The evolving role of the secretary in the information age. Secretary, 43:6-17, April 1983.

Reports on a survey conducted by C.A. Pesko Associates, Inc., for Minolta Corporation.

Descriptors: *Secretaries--Attitudes / *Offices--Automation / *Secretaries--Characteristics / Attitude surveys.

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Descriptors: *Administrative assistants--Responsibilities.

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6-127
Stuller, Jay.
When emeritus isn't enough. Dynamic years, 18:35-39, May-June 1983.
Descriptors: *Reemployed annuitants / *Second careers.

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Anderson, Susan C.
Quality control circles. Federal service labor relations review, 5:57-59, Fall 1983.
Descriptors: *Quality circles / Federal government.

6-129
Marlow, Ruth.
Agencies testing 'quality circle' idea. Federal times, 19:13+, May 2, 1983.
Descriptors: *Quality circles / *Participative management / Federal government.

6-130
Messer, A. Lee, III.
The forced choice dilemma--a new circle technique. Quality circles journal, 6:19-21, March 1983.
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Seelye, H. Ned and Joyce A. Sween.
Survey results: critical components of successful U.S. quality circles. Quality circles journal, 6:14-17, March 1983.
Descriptors: *Quality circles--Administration--Evaluation / Attitude surveys.

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6-132
Loraine, Kaye.
How effective are work evaluations? Supervision, 45:7-8+, May 1983.
Descriptors: *Performance evaluation / *Appraisal interviews.

PERSONNEL ADMINISTRATION

6-133 Ie11 .C23p
Carrell, Michael R. and Frank E. Kuzmits.
Personnel: management of human resources. Columbus, Ohio, Merrill, 1982. 702p.
Descriptors: *Personnel administration--Textbooks / *Personnel administration--Case studies.

6-134 Id72 .F75c
Ford, William D.
Comments ... on the task force report on personnel management of the President's Private Sector Survey on Cost Control, April 14, 1983. Washington, 1983. 23p. + summary.
Representative William D. Ford is Chairman, Committee on Post Office and Civil Service, U.S. House of Representatives.
Descriptors: *Personnel administration / *Compensation administration / Federal government.

PERSONNEL ADMINISTRATION (Cont'd)

6-135

Granito, John A.

Fire personnel practices. Baseline data report, 15:1-15, February 1983.

Descriptors: *Fire fighters--Personnel policies / *Fire fighters--Statistics.

6-136 Id76 .P92r No. 11

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Partial contents: Proposal for a Personnel Demonstration Project, Appendix, Vol. 2, p. 56-79; Final Public Health Service RIF costs - CY 1981: tentative costs, Appendix, Vol. 3, Exhibit S, p. 56-62; Findings, conclusions, and recommendations for OASH staff requirements, Appendix, Vol. 3, PHS-9.

Descriptors: *Personnel administration / *Reduction in force--Costs / Personnel utilization / Federal government.

PERSONNEL UTILIZATION

6-137

Klein, E.

Determinants of manpower underutilisation and availability. International labour review, 122:183-195, March-April 1983.

Descriptors: *Personnel utilization--Research / *Underemployment--Research.

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6-138

Otis, Irvin.

Rx for improving productivity: labor-management committees. S.A.M. advanced management journal, 48:53-59, Spring 1983.

Descriptors: *Productivity improvement--Methods / *Works councils / Labor-management relations.

6-139 Id214 .Un35n

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A new procedure for estimating the standard deviation of job performance, by Robert C. McKenzie, Staffing Group. Washington, U.S. Govt. Print. Off., 1982. 18p. (OPRD-82-4)

Descriptors: *Productivity measurement--Methods / *Performance--Research / *Performance evaluation--Methods / Federal government.

6-140

Zembower, Patrick.

Productivity: implications for labor-management relations. Federal service labor relations review, 5:48-56, Fall 1982.

Patrick Zembower is Labor Relations Officer, Southwest Region, U.S. Office of Personnel Management.

Descriptors: *Productivity / *Labor-management relations--Cases / Performance evaluation / Pay / Quality circles / Federal government.

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Giacomino, Don E. and Dennis L. Knutson.
It's time for a "certified government accountant." Government accountants journal, 33:23-31, Spring 1983.
Descriptors: *Accountants--Certification / *Accountants--Education / Federal government.

6-142

Koenig, Michael E.
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Descriptors: *Librarians--Education / *Libraries, Special / *Accreditation (Education) / Library science.

PUBLIC ADMINISTRATION

6-143

Brecher, John and others.
Want to buy a fire dept.? Newsweek, 101:55-56, April 25, 1983.
Descriptors: *Contracts, Government / Municipal services.

6-144 Ia11 .B74L

Breton, Albert and Ronald Wintrobe.
The logic of bureaucratic conduct; an economic analysis of competition, exchange, and efficiency in private and public organizations. New York, Cambridge University Press, 1982. 195p.
Descriptors: *Bureaucracy / *Bureaucracy--Theory.

6-145

DeParle, Jason.
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Descriptors: *Executive advisory bodies--Evaluation / Federal government.

6-146 HD3858 .D71s

Donovan, Ronald and Marsha J. Orr.
Subcontracting in the public sector: the New York State experience. Ithaca, New York State School of Industrial and Labor Relations, 1982. 38p. (Institute of Public Employment monograph, no. 10)
Descriptors: *Contracts, Government / Local government.

6-147

Keep, Paul M.
Business and Federal employee unions battling over when to contract out. National journal, 15:888-891, April 30, 1983.
Descriptors: *Contracts, Government / *Contracts, Government--Administration--Evaluation / Federal government.

6-148 JK518 .N19a

Nathan, Richard P.
The administrative presidency. New York, Wiley, 1983. 180p.
Descriptors: *Executive power / Nixon, Richard Milhous, 1913- / Reagan, Ronald, 1911- / Federal government.

PUBLIC ADMINISTRATION (Cont'd)

6-149

Professionalism in public administration: towards conceptual clarity--a symposium. Review of public personnel administration, 3:31-33+, Spring 1983.

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Contents: Introduction, by Jack Rabin; Public administration: a professional education? by Khi V. Thai; Public service professionalism and constitutionalism, by David H. Rosenbloom; Administrative decision making and professionalism: the role of the Constitution, by John A. Rohr; Toward an empirical definition of public sector professionalism, by William I. Sauser, Jr. and Elton C. Smith.

Descriptors: *Public administration--Study and teaching / *Professional employees / *Executives--Responsibilities.

6-150 Ia45 .P96pb Vol.2 1982

Public management research directory, Vol. 2, 1982, by G. David Garson and E. Sam Overman. Washington, National Association of Schools of Public Affairs and Administration, 1982. 259p.

Descriptors: *Public administration--Research / *Political science--Research / *Research--Directories / Social science--Research / Economics--Research / State government / Local government / Federal government.

6-151

Rabin, Jack.

P.A. professionalism in the 80s. Bureaucrat, 12:44-47, Spring 1983.

Descriptors: *Public administration / *Professions.

REDUCTION IN FORCE

6-152

Reductions in force. Federal service labor relations review, 5:30-47, Fall 1982.

Contents: The appeals process and the Merit Systems Protection Board, by Susan L. Mandle; Reductions in force and outplacement assistance, by Reginald M. Jones, Jr.

Reginald M. Jones, Jr. is Assistant Director, Office of Pay Programs, U.S. Office of Personnel Management.

Descriptors: *Reduction in force--Statistics / *U.S. Merit Systems Protection Board--Rules and practice / *Employee outplacement--Administration / *Appeals--Procedures / U.S. Merit Systems Protection Board--Law and legislation / U.S. Office of Personnel Management--Rules and practice / Federal government.

RETIREMENT

6-153

Foegen, J. H.

Rethinking retirement: corporate life after age 65. Business and society review, p. 14-17, Spring 1983.

Descriptors: *Retirement age / *Retirement, Compulsory / Retirement, Gradual.

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Munnell, Alicia H.

The economics of private pensions. Washington, Brookings Institution, 1982. 240p. (Studies in social economics)

Descriptors: *Pensions--Economic aspects / Social security.

RETIREMENT (Cont'd)

6-155 S/C

Speaking out on altering Federal retirement. Washington post, p. D.C. 1+, May 11, 1983.

Interview with Donald J. Devine, Director, U.S. Office of Personnel Management; Representatives Frank R. Wolf and Steny H. Hoyer; and Kenneth T. Blaylock, Robert Mueller and Edwin C. Hustead.

Descriptors: *Retirement / *Compensation comparability / Federal government.

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Data from the Retirement History Survey. Washington, 1982. 3p. (B-207737)

Descriptors: *Retirement--Statistics / *Vital statistics--Methods.

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U.S. Library of Congress.

Background on the civil service retirement system; a report prepared by the Congressional Research Service for the Committee on Post Office and Civil Service, U.S. House of Representatives. Washington, U.S. Govt. Print. Off., 1983. 43p. (H. com. print. 98th Cong.)

Descriptors: *Retirement--Administration / *Pension financing / *Retirement--Statistics / Retirement--Costs / Federal government.

6-158 HD7124 .W55w

What the new 1983 social security law means to you and your employees, as approved by Congress on March 24, 1983, prepared by Prentice-Hall, Inc. Englewood Cliffs, N.J., Prentice-Hall, 1983. 23p.

Appeared as Personnel Management; Policies and Practices, report bulletin 21, vol. 30, section 2, April 11, 1983.

Descriptors: *Social security--Law and legislation / Federal government.

RETIREMENT PLANNING

6-159

Merikangas, Marilyn

Retirement planning with a difference. Personnel journal, 62:420+, May 1983.

Descriptors: *Retirement planning--Administration / *Retirement planning--Case studies / U.S. National Aeronautics and Space Administration / Federal government.

SAFETY

6-160

Roustang, Guy.

Worker participation in occupational safety and health matters in France. International labour review, 122:169-182, March-April 1983.

Descriptors: *Safety--Law and legislation / *France / *Participative management.

6-161

Singleton, W. T.

Occupational safety and health systems: a three-country comparison. International labour review, 122:155-168, March-April 1983.

Descriptors: *Safety--Comparative studies / *Safety--Law and legislation / Switzerland / United Kingdom / United States.

SCIENTISTS AND ENGINEERS

6-162 T73 .Ac2a 1982

Accreditation Board for Engineering and Technology.
Accredited programs leading to degrees in engineering technology by program, 1982. New York, 1983. 7p.
Descriptors: *Engineering aides--Education--Directories / *Technicians--Education--Directories.

6-163 Ie172 .Am3e 1983

American Institute of Physics.
Enrollments and degrees. New York, 1983. 8p.
Descriptors: *Physicists--Education.

6-164

Smith, Russ and Margret Waldie.
Multi-track career ladders: maximizing opportunities. Review of public personnel administration, 3:15-28, Spring 1983.
Descriptors: *Scientists / *Engineers / *Dual ladder concept / Career ladders--Administration--Evaluation / Federal government.

SECURITY

6-165 Ie299 .R29r

Report of the interdepartmental group on unauthorized disclosures of classified information. Washington, U.S. Department of Justice? 1982. 1v.
Descriptors: *Internal security / *Security classification (Government documents) / *Security program / Federal government.

SUPERVISORS

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Blunt, Barrie E.
Organizational leadership: an analysis of supervision-subordinate linkages utilizing the path-goal approach. Ann Arbor, Mich., University Microfilms, 1981. 238p.
Doctoral dissertation, Florida State University, 1981. Abstracted in Dissertation Abstracts International, 42:4926A, May 1982.
Descriptors: *Supervisors--Abilities--Research / *Leadership--Research / *Motivation research / State employees.

6-167

Bryan, Leslie A.
Managerial philosophy. Supervision, 45:3-4, May 1983.
Descriptors: *Supervisors--Abilities / *Supervisors--Attitudes.

TESTS

6-168 Ie179 .Un35f

U.S. Office of Personnel Management.
A Federal employment test modified for deaf applicants. Prepared by Mary Anne Nester and Robert C. Sapinkopf, Staffing Group. Washington, U.S. Govt. Print. Off., 1982. 25p. (OPRD-82-7)
Descriptors: *Physically handicapped--Tests / *Deaf--Tests / *Professional and Administrative Career Examination / Federal government.

TESTS (Cont'd)

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U.S. Office of Personnel Management.

The validity of Federal selection tests for aid/technicians in the health, science, and engineering fields. Prepared by Richard A. Lilienthal and Kenneth Pearlman, Staffing Group. Washington, U.S. Govt. Print. Off., 1983. 75p. (OPRD-83-1)

Descriptors: *Test validity--Research / *Technicians--Selection / Health personnel--Selection / Engineering aides--Selection / Federal government.

TRAINING

6-170

Wehrenberg, Stephen B.

Choosing the proper training medium. Personnel journal, 62:371-372, May 1983.

Descriptors: *Training / Visual aids.

TRAINING ADMINISTRATION

6-171

Huddleston, Kenneth F. and Dorothy Fenwick.

The productivity challenge: business/education partnerships. Training & development journal, 37:96-100, April 1983.

Descriptors: *Training administration / *Municipal universities and colleges / *Residential training programs / Productivity.

TRAINING EVALUATION

6-172 Ie418.9 .P54h

Phillips, Jack J.

Handbook of training evaluation and measurement methods. Houston, Gulf, 1983. 316p.

Descriptors: *Training evaluation / *Training evaluation--Methods.

TRAINING METHODS

6-173

Allenbaugh, G. Eric.

Coaching ... a management tool for a more effective work performance. Management review, 72:21-26, May 1983.

Descriptors: *Coaching / *Feedback (Psychology).

6-174

Kainen, Timm L., Thomas M. Begley and Michael J. Maggard.

On-the-job training and work unit performance. Training & development journal, 37:84-87, April 1983.

Descriptors: *On-the-job training--Evaluation / *Productivity--Research / *On-the-job training--Simulation methods.

WOMEN--EMPLOYMENT

6-175

'Automation may increase discrimination.' Office administration and automation, 44:32-35, April 1983.

Interview with Karen Nussbaum, union executive.

Descriptors: *Women--Employment / *Women--Discrimination / *Offices--Automation / Pay rates.

WOMEN--EMPLOYMENT (Cont'd)

6-176

Rubin, Zick.

Are working wives hazardous to their husbands' mental health? Psychology today, 17:70-72, May 1983.

Descriptors: *Married women--Employment / *Family (Sociological unit).

WORK LIFE

6-177

Argote, Linda, Paul S. Goodman and David Schkade.

The human side of robotics: how workers react to a robot. Sloan management review, 24:31-41, Spring 1983.

Descriptors: *Technological change--Case studies / *Employee attitudes / *Automation--Psychological aspects.

6-178

Davenport, Jacqueline.

Whatever happened to QWL? Office administration and automation, 44:26-28+, May 1983.

Descriptors: *Quality of working life.

6-179 Id203 .Ex7e

Exploratory workshop on the social impacts of robotics; summary and issues.

Sponsored by U.S. Office of Technology Assessment. Washington, U.S. Govt. Print. Off., 1982. 137p. (OTA background paper)(OTA-BP-CIT-11)

Partial contents: Social issues: Productivity and capital formation; Labor; Education and training; International impacts; Other applications.

Descriptors: *Automation--Social aspects.

6-180

Mirvis, Philip H. and Edward J. Hackett.

Work and work force characteristics in the nonprofit sector. Monthly labor review, 106:3-12, April 1983.

Descriptors: *Quality of working life--Comparative studies / Employee attitudes--Comparative studies / Organizations, Nonprofit.

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6-181

U.S. Office of Personnel Management.

Youth on the job; Federal employment programs for needy and handicapped young people. Prepared by Staffing Group. Rev. ed. Washington, U.S. Govt. Print. Off., 1981. Leaflet (BRE-19)

Descriptors: *Youth--Summer employment / *Disadvantaged--Employment / *Handicapped--Employment / Federal government.

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